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TA-53 Procedure

TA-53 Access Control

53FMP 106-02.02

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APPROVALS

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1.0 Introduction

Access to TA-53 has historically been controlled during non-working hours. In 1991, as a result of DOE adoption of DOT hazardous material transportation regulations and increased cognizance of public safety issues, full-time control of access to TA-53 was implemented through providing a manned entrance station on La Mesita Road. The badge-reader-operated gate at this station was also upgraded.

2.0 Purpose

This procedure establishes methods for controlling access to TA-53 for the purposes of: (1) preventing public exposure to radiological and industrial hazards at TA-53; (2) facilitating on-site movement of hazardous material; (3) complying with DOE 5480.25 requirements for control of access to accelerator facilities; and (4) reducing theft of government property.

3.0 Scope

This procedure addresses physical access to TA-53 as a whole. Access control for security purposes, and access to individual buildings and areas with specific entry requirements is not covered.

4.0 Definitions

4.1. Badged Person. An individual who has been issued and has in his/her possession a recognized badge. For the purposes of TA-53 access, a visitor with a recognized badge is treated the same as a LANL or DOE employee with a recognized badge.

4.2. Recognized Badge. A badge issued by Los Alamos National Laboratory, the Department of Energy, or the TA-53 Visitor Center. A LANL Identification Card may also serve as a recognized badge.

4.3. TA-53 Contact Person. A person who is current in TA-53 facility-specific training and who assumes responsibility for the safety of a visitor while the visitor is at TA-53.

4.4. Visitor. A person who is not an employee of LANL, a LANL subcontractor, or DOE, and who is granted access to TA-53.

4.5. Short-Term Visitor. A visitor who is not assigned to or using the facility.

5.0 Responsibilities

Who?	Responsibility
TA-53 Facility Manager	<ul style="list-style-type: none"> ¥Control access to TA-53 by implementing this procedure. ¥Maintain the TA-53 entrance station, gate, and associated equipment. ¥Provide LAFD with an emergency access orientation and keys for emergency access. ¥Maintain records of persons and vehicles admitted through the entrance station, and records of gate operation.
TA-53 Line Managers	<ul style="list-style-type: none"> ¥Ensure that anyone likely to serve as a TA-53 contact person is aware of the requirements of this procedure. ¥Inform the TA-53 Visitor Center of any restrictions to tours within their areas.
AOT/TA-53 Training Officer	<ul style="list-style-type: none"> ¥Provide TA-53 facility-specific training to TA-53 employees and visitors. ¥Maintain training records.
TA-53 Visitor Center Coordinator	<ul style="list-style-type: none"> ¥Arrange for escorts for tours when required. ¥Refer visitors who require training to the AOT/TA-53 Training Office. ¥Maintain records of tour requests/approvals and badges issued. ¥Verify approval of visits by foreign nationals.
TA-53 Contact Person	<ul style="list-style-type: none"> ¥Assume responsibility for the safety of untrained short-term visitors. ¥Arrange for training of visitors through the AOT/TA-53 Training Office. ¥Ensure that visitors under escort receive proper dosimetry and are informed of safety precautions or access restrictions pertinent to their visit.

6.0 Precautions and Limitations

6.1. Training beyond what is addressed in this procedure may be required for unescorted access to certain areas at TA-53. For example, Radiological Worker training is required for unescorted access to a Radiological Buffer Area, Radiation Area, or higher.

6.2. Personnel other than short-term visitors not entering controlled areas (see 7.4.2) and persons on tours where a "tour" TLD is used shall wear a TLD badge at all times while at TA-53.

6.3. In the case of Laboratory "family days" or similar activities, exceptions to this procedure will be listed in a notice to all TA-53 employees.

7.0 Procedural Steps

7.1. General.

7.1.1. Access to TA-53 is controlled at the entrance station (MPF-1145) to the site. The entrance station is manned during work days (normally 6:00 a.m. to 6:30 p.m.). After hours and on weekends and holidays, the gate east of the entrance station is closed and access is obtained using a badge reader to open the gate.

Note: In case of badge reader failure, the gate controls can be converted to a key mode and opened with selected keys. Follow the instructions on the side of the badge reader to obtain assistance.

Note: When using the badge reader to open either the entrance or exit gate, only one vehicle per badge shall pass through the gate.

7.1.2. During normal working hours there is no control of egress from TA-53. After hours and on weekends, the badge reader must be used to operate the exit gate. However, security personnel may at any time conduct random inspections of vehicles exiting TA-53.

7.1.3. Vehicles approaching the entrance station shall slow to a speed that allows the gate attendant to verify the possession of a recognized badge by a vehicle occupant and shall not proceed until waved through by a gate attendant.

7.1.4. Any person, including a TA-53 employee, who does not have a recognized badge in their possession, shall be treated as an unbadged person per 7.3.

7.1.5. Check-in of foreign nationals shall be done in accordance with 53 FMP 123-01, *Foreign Visitor Check-In*. The TA-53 Visitor Center Coordinator shall verify that visits of foreign nationals are approved. Foreign nationals whose visits are not approved shall be escorted off site.

7.2. Persons With Recognized Badges.

7.2.1. Upon approaching the entrance station, at least one person in the vehicle shall present a recognized badge so that the gate attendant can easily see it. Pedestrians and bicyclists shall also present a recognized badge.

7.2.2. Presenting a recognized badge to the gate attendant shall be considered an indication that persons in the vehicle are on official business, and that any visitors in the vehicle will be escorted or trained (see 7.3 and 7.4).

Note: The vehicle occupant presenting a recognized badge assumes the responsibility for escorting any visitors until the visitors receive facility-specific training.

7.3. Persons Without Recognized Badges. One of the following methods shall be used to determine if an unbadged person is on official business and to grant access to that person:

7.3.1. By List. The TA-53 contact person can submit the names of expected visitors to the gate attendants at MS H831. Names should be submitted at least one working day in advance; the attached form may be used. The information shall include the visitor's name, date(s) of visit, and the name and phone of the TA-53 contact person.

7.3.2. By Phone. Unbadged visitors can request that the gate attendant call a TA-53 contact person for access authorization. To expedite access, the visitor should have the phone number of the contact person. The TA-53 contact person can also call the gate attendant (5-7471) in advance and provide visitor information as given in 7.3.1.

7.3.3. Escort. As an alternative to 7.3.1 or 7.3.2, the TA-53 contact person may meet a visitor at the TA-53 entrance station and escort the person onto the site.

7.3.4. The gate attendant shall record the license number of the vehicle, and if not already recorded, the name(s) of the unbadged person(s) and the expected duration of the visit.

7.4. Visitor Training, Badging, and Escort.

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7.4.1. Visitors to TA-53 shall either be current in TA-53 facility-specific training or shall be escorted by a person who is current in such training.

7.4.2. An exception to 7.4.1 may be made for a short-term visitor who will not be entering any area controlled for radiological purposes or any area where there are hazards not routinely encountered by the public (e.g., lasers, high voltage, cranes). In this case, the visitor's TA-53 contact shall be generally cognizant of the areas where the visitor is working, and shall ensure the visitor understands the restrictions of his/her visit.

7.4.3. Visitors who are at TA-53 more than five consecutive days, or who have frequent business at TA-53, shall obtain a Laboratory badge. Unescorted visitors without a Laboratory badge shall, after completion of facility-specific training, be issued a TA-53 Guest Badge by the TA-53 Visitor Center.

7.5. Contractors, Vendors, and Service Personnel.

7.5.1. Visiting contractors and vendors such as telephone company and copy machine repair personnel shall be current in facility-specific training.

7.5.2. Unannounced visits to TA-53 by sales personnel are not appropriate. Such meetings should be held at the vendor's lobby in the Otowi Building. TA-53 personnel may invite sales personnel or company representatives to TA-53 when needed, but the procedures in 7.3 and 7.4 must be followed.

7.5.3. Post office employees driving a USPS vehicle shall be allowed access without the requirement to show a badge. This is based on an understanding with the Los Alamos Postmaster that the vehicle is to go no farther east than MPF-1.

7.6. Tours.

7.6.1. Tours of LAMPF or TA-53 should be arranged through the TA-53 Visitor Center (7-7396). Tours of LNSC or WNR may be arranged directly through LNSC (7-7069) or the P-23 office at TA-53 (5-4992) respectively. Tours shall be escorted by a person who is current in facility-specific training.

7.6.2. Tour escorts shall ensure that, for any tours entering controlled/radiological areas, persons on the tour have appropriate dosimetry. A TLD "tour" badge is normally used for this purpose and may be obtained at the Visitor Center (MPF-1), the TA-53 Facility Manager's office (MPF-882), the ESH-1 office (MPF-21), or LNSC (MPF-622).

7.6.3. Tour escorts shall ensure that persons on the tour have received a radiation protections orientation (a brochure for this purpose is available from the TA-53 Training Office). Acknowledgement of the orientation may be by signature of the tour participant or the escort.

7.7. Children and Minors.

7.7.1. In accordance with AM 616, minors (under 18) are not permitted in TA-53 buildings. If necessary, minors may be brought on site provided that they remain in a vehicle and are accompanied by an adult who is current in facility-specific training. Such visits shall be kept as short as possible. Vehicles with minors shall not enter any controlled area (e.g., parking areas around MPF-3 Sector M).

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7.7.2. An exception to 7.7.1 shall be made only if the minors are part of a scheduled tour and approval has been granted by DDESH in accordance with AM 616.

7.8. Unofficial Visits. It may be necessary for an employee's spouse or other person not on official business to come to TA-53, for example, to pick up or drop off the employee at work. Infrequent visits of this nature should be handled per 7.3. If routine access is needed, the visitor should be issued a TA-53 Gate Access badge. This badge shall be issued only after a request form (attached) is submitted to the Visitor Center and facility-specific training is completed.

7.9. Emergency Access.

7.9.1. Gate attendants shall allow emergency vehicles displaying flashing lights immediate access to TA-53. Emergency response personnel are not required to show a badge in this case. During hours when the gate is closed, emergency access may be gained by any of the following methods:

7.9.1.1. The first emergency responder to arrive at the gate with a Laboratory badge can use the badge to open the gate. The gate controls have an "electric-eye disable" key switch that prevents the gate from closing after passage of a vehicle; an emergency responder can use this function to allow following emergency vehicles to pass through the gate without stopping.

7.9.1.2. If the gate controls are in key mode, an MP-1, AT-1, or LANS-1 key can be used to open the gate.

7.9.1.3. The personnel gate to the side of the vehicle gate can be opened with an MP-46 key, as can the access door to the gate drive mechanisms. Trained personnel can then open the entrance and exits gates manually with the drive mechanisms.

7.9.2. The TA-53 Facility Manager shall provide LAFD an orientation on emergency access (including manually opening the gate), a key for the disable switch, sufficient keys to open the gate in key mode, and the MP-46 key. The orientation may be repeated at intervals agreed on by EM&R and the Facility Manager.

8.0 Required Records

8.1. The AOT/TA-53 Training Office shall maintain records of facility-specific training using EDS.

8.2. The TA-53 Visitor Center shall maintain records of tour requests and approvals and of TA-53 badges issued.

8.3. The Facility Management Office shall maintain records of visitors and vehicles admitted through the entrance gate under the provisions of 7.3.

8.4. The Facility Management Office shall maintain records of after-hours badge reader activation of the entrance and exit gates.

9.0 References

9.1. AM 616, *Visitors*

9.2. 53 FMP 123-01, *Foreign Visitor Check-In*.

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10.0 Implementation Schedule

Provisions of this procedure are effective as of the date of this document.